



CITY OF ROCKVILLE
DEPARTMENT OF PUBLIC WORKS
111 Maryland Avenue, Rockville, MD 20850, (240) 314-8500

UTILITY PERMIT APPLICATION AND REVIEW CHECKLIST

Utility Company Name: _____

Work Request Number, Project Number or other ID No.: _____

Project Location (provide range of addresses including intersecting streets): _____

Description of work (DO NOT abbreviate terms): _____

Purpose of Request:

- ☐ After the Fact/Emergency Repair
 ☐ New Utility Construction
 ☐ Utility Relocation
☐ Utility Maintenance/Abandonment
 ☐ House Construction
 ☐ Other (Specify)

Aerial: _____ LF Pole Install/Replace: _____ EA

Buried under asphalt/concrete: _____ LF Buried under grass strip/sidewalk: _____ EA

Name: _____ Phone No. and/or email: _____

Company: _____

Submittal Date

City Review Dates and Initials

Utility Permit Number

Design Acceptable: _____

Legend: ☒ Complete
 INC Incomplete/Incorrect
 NA Not Applicable

This checklist has been developed to provide specific instructions to utility companies. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Utility companies shall review the entire checklist, prior to first submittal, and check the box in the left-hand column ("Initial Submission") to indicate compliance.

Initial			Rockville's
Submission			Review
		1st	2nd

APPLICATION SECTION

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Completed Utility Permit Application and Review Checklist | _____ | _____ |
| <input type="checkbox"/> | Six complete sets of plans. | _____ | _____ |

GENERAL

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Scale 1"=50' or greater, North arrow | _____ | _____ |
| <input type="checkbox"/> | Numbered sheets and date prepared | _____ | _____ |
| <input type="checkbox"/> | Legend for all symbols used | _____ | _____ |
| <input type="checkbox"/> | Vicinity map with site identified (2000' scale) on first sheet | _____ | _____ |
| <input type="checkbox"/> | Name, phone number and/or email & company name of engineering firm or individual who prepared plans | _____ | _____ |
| <input type="checkbox"/> | Title block: Plan description, addresses or range of properties affected. | _____ | _____ |
| <input type="checkbox"/> | Miss Utility Note and Rockville Utility Note * | _____ | _____ |
| <input type="checkbox"/> | All street names shown | _____ | _____ |
| <input type="checkbox"/> | Label non-City streets as Private, County or State | _____ | _____ |

EXISTING FEATURES

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Edge of pavement (curb) shown | _____ | _____ |
| <input type="checkbox"/> | Utility poles with pole numbers shown | _____ | _____ |
| <input type="checkbox"/> | Existing guy wires and anchors shown | _____ | _____ |
| <input type="checkbox"/> | Existing City Utilities (water, sewer & storm drain) for any excavation * | _____ | _____ |
| <input type="checkbox"/> | Existing gas lines shown * | _____ | _____ |
| <input type="checkbox"/> | Existing sidewalks shown * | _____ | _____ |
| <input type="checkbox"/> | Existing street trees shown | _____ | _____ |
| <input type="checkbox"/> | PUE & ROW shown including plat number or liber folio & deed reference | _____ | _____ |
| <input type="checkbox"/> | It shall be the responsibility of the utility company to utilize PUE | _____ | _____ |

* Not required for aerial only project where there is no land disturbance (note that installation/replacement of poles or guy wires is considered land disturbance)

Initial
Submission

Rockville's
Review
1st 2nd

PROPOSED FEATURES

- | | | | |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | All proposed work and features clearly shown | _____ | _____ |
| <input type="checkbox"/> | All street crossings clearly shown * | _____ | _____ |
| <input type="checkbox"/> | All typical and minimum depths provided for underground lines * | _____ | _____ |
| <input type="checkbox"/> | All underground pipe locations and diameter shown * | _____ | _____ |
| <input type="checkbox"/> | All junction boxes, handholes, manholes, transformer pads and other equipment clearly shown including dimensions * | _____ | _____ |
| <input type="checkbox"/> | All guy wires, new or replaced, shown | _____ | _____ |
| <input type="checkbox"/> | All necessary utility relocations shown | _____ | _____ |
| <input type="checkbox"/> | Type of excavation clearly shown (boring, open cut, conduit, etc) * | _____ | _____ |
| <input type="checkbox"/> | If facility placed in existing conduit, then clearly show on plans | _____ | _____ |
| <input type="checkbox"/> | No storage of materials in the right-of-way beyond normal work hours | _____ | _____ |

TEMPORARY TRAFFIC CONTROL PLAN

- | | | | |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | TTCP shall be in accordance with MUTCD | _____ | _____ |
| <input type="checkbox"/> | TTCP may utilize existing Maryland SHA and/or Montgomery County standard details | _____ | _____ |
| <input type="checkbox"/> | TTCP should accurately represent the project | _____ | _____ |
| <input type="checkbox"/> | Traffic Control plan should maintain traffic at all times | _____ | _____ |
| <input type="checkbox"/> | Traffic Control plan should address pedestrian movements | _____ | _____ |
| <input type="checkbox"/> | Road closures are not permitted | _____ | _____ |
| <input type="checkbox"/> | Proposed time frame (range) for lane closures is shown. Lane closures are permitted 9:00 a.m. to 3:30 p.m. | _____ | _____ |

OTHER

- | | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Provide contact person name, and phone number, who is responsible for field construction. Contact information can be shown on plan or provided separately so that it can be included in permit. | _____ | _____ |
|--------------------------|---|-------|-------|

*** Not required for aerial only project where there is no land disturbance (note that installation/replacement of poles or guy wires is considered land disturbance)**

COMMENTS

A request to waive any of these requirements shall be submitted in writing. Provide a detailed explanation of the circumstance along with any documentation that supports the waiver request.

It is agreed by the undersigned that the proposed construction described hereinabove shall be carried out in accordance with the provisions of the City of Rockville Construction and Road Codes, the applicable City and County Design Standards and Standard Specification, and any further conditions specified herein subject to the inspection and approval of the Director of Public Works. All plans submitted by the applicant and approved by the Department of Public Works in connection with this application are hereby made a part of this application.

Date

Applicant Signature

Type or Print Name

Title